

DRAFT**Records Review Schedule****DRAFT**

Record	QA SOP	Frequency of action	Tech. Sup.	Lab. Div. Dir.	QA	Dr. Gilchrist
Thermometer calibration		1 time per yr.	X	X		
Labs transmitting results electronically: Verification of accuracy of transmission of electronic results		2 times per yr.	X	X		X coversheet
Verification of automated or computer generated calculations		2 times per year	X	X		X coversheet
Pipette calibrations	QA.006 and QA.007	2 times per year	X	X		X coversheet
Semi annual correlation of instruments		2 times per year	X	X		X coversheet
Annual Review of SOP Inventory	QA.013	1 per year	X	X	X	X actual
New Employee CLIA paperwork		as employees hired	X	X	X	
6 month Competency assessment for new employee and training checklist	QA.001	As needed	X	X	X	
Annual Competency Assessment	QA.001	1 time per year	X	X		
QC on test runs		Weekly	X	Monthly X		X coversheet
New lot verifications (reagents, media, kits)		As needed	X	X		X coversheet
SOP / manufacturer's package insert comparison	QA.004	Every other year	X	X		
Checklist for Introduction of new Test method or assay	QA.015	As needed	X	X	X	
Validation Plan for new test method or assay		As needed	X	X	X	X actual
Validation Summary new test method or assay		As needed	X	X	X	X actual
New SOP	QA.011, QA.012 QA.013	As needed	X	X	X	X actual
Major revisions to SOP	QA.013	As needed	X	X	X	X actual
Minor revisions to SOP	QA.013	As needed	X	X		
Revisions to Test Reports		As needed	X	X	X	X actual
Annual Review of Test Reports		Annual			X	X actual
Temperature charts		Monthly	X	X		
Equipment maintenance		2 times per year	X	X		X coversheet
Send out logs		4 times per year	X	X		X coversheet
Autoclave Attest		2 times per year	X			
Proficiency surveys – outside orders	QA.002	As received	X	X	X	X actual
Proficiency surveys – in house PT program	QA.002	3 times per year	X	X	X	X actual
Corrected reports		Per occurrence	X	X		X ONLY incorrect results
Corrective actions (to be renamed)	QA.009	Per occurrence	X	X	X	X actual
Problem logs		Monthly	X	X		